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TO: Potential Sponsors and Vendors

FROM: Terri Knapp, Special Projects Assistant

SUBJECT: Sponsorship and Vendor Opportunities

DATE: June 27, 2008

The Office of Public Instruction (OPI) will host the 2008 Full-Time Kindergarten Conference August 12-13 at the Billings Hotel and Convention Center in Billings, MT. The conference begins August 12 at 11:00 am with registration, lunch and a welcome by Montana Superintendent of Public Instruction Linda McCulloch. Activities end August 13 at 2 pm after a farewell celebration.

Please consider sponsoring an event at this conference. The schedule includes breakout sessions, keynote speakers, and vendor exhibits both days. The expected attendance is 200-250 and will include curriculum directors, teachers, administrators, and other professional staff. The schedule also includes a featured break for exhibits.

This conference will provide an opportunity for your organization to demonstrate your company's products and meet potential clients.

The attached information provides sponsorship information for corporations and organizations that offer educational products and services to states, districts, classrooms, teachers, and parents. Sponsors will receive acknowledgement and recognition in conference materials. Vendors will receive space in the exhibition hall.

Please indicate on the attached form whether your company is interested in being a sponsor and if you would like to be a vendor at the Full-Time Kindergarten Conference. Please send your response to Terri Knapp at OPI no later than August 8, 2008.

I look forward to hearing from you. If you have questions about the conference, please contact Terri Knapp at 406-444-3559 or Tknapp@mt.gov.